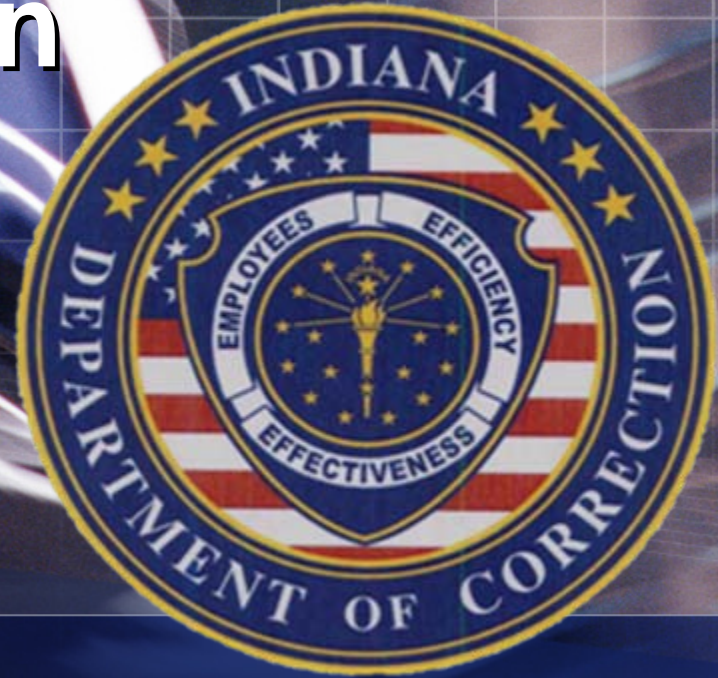


The Indiana Department of Correction

presents



New Employee Orientation: Uniformed Dress Code

Performance Objective

- At the conclusion of this module, participants will be able to recognize how to properly wear the departmental uniform as outlined by policy.

Purpose

The purpose of staff wearing a uniform is to promote discipline, order, self-respect, confidence, efficiency, and morale among staff working in a facility. The uniform is to be worn to project a dignified image in order to foster confidence and respect by the public and offenders.

Designation of Uniformed Staff

Custody, Physical Plant, and PEN Products Operational Staff at all facilities, with the exception of Re-Entry Centers, shall wear the Department uniform.

Types of Uniforms

Class A Uniform: The Class A uniform shall be considered the standard uniform for all posts, unless otherwise authorized in Policy 02-03-104.

Class B Uniform: Worn by the Emergency Squads, K-9 and Special Emergency Response Teams.

Class C Uniform: Worn by the Physical Plant and PEN Products Operational Staff and shall be grey in color.

Class D Uniform: Worn for an Honor Guard assignment.

Class E Uniform: Worn by K-9 Handlers (camouflage)

On-Duty Use of the Uniform

Only the authorized uniform, uniform parts, accessories and/or equipment issued and listed in administrative procedure 02-03-104 or authorized in writing by the Commissioner or designee shall be worn.

The uniform shall be neat, clean, pressed, well-fitting and maintained in serviceable condition at all times. Authorized footwear shall be clean and shined/polished to a luster appropriate for the design of the footwear.

Uniformed Guidelines

- The wearing of short sleeve uniform shirts shall require the wearing of a plain white t-shirt underneath. The t-shirt shall be clean and free from worn or fraying material. Short sleeve shirts shall not be altered to shorten sleeves from the manufacturer's specified length.
- All shirts shall be fitted at the collar to be snug and be no more than ½" inch larger than the neck with the collar properly buttoned and to minimize exposure of the t-shirt.
- Uniform shirts shall not be removed nor is staff allowed to wear only the T-shirt with the Class A or Class C uniforms.

Uniformed Guidelines

- Visible articles of civilian or unauthorized clothing shall not be worn when wearing a uniform.
- Uniform should be worn with black socks or combination black/white socks with only the black portion of the socks visible.
- If staff must wear white socks or hose for medical reasons, they shall wear the black socks over the white socks while in the Class A uniform.

Uniformed Guidelines

- Caps and jackets may be removed when working an inside post. If the cap or jacket is removed, these articles must be placed in a secure area to prevent loss or damage.
- Staff shall be required to reimburse the Department for the careless loss or damage to the uniform.
- Uniforms shall not be altered except as noted in the administrative procedures.

Uniformed Guidelines

- Uniform should be worn only with insignias and awards authorized by the Commissioner or designee.
- Articles carried in the pockets shall not protrude from or bulge the pocket excessively.
- The Facility Head may exempt some staff from wearing the uniform when assigned to duties out of class.

Footwear

Only authorized, issued footwear shall be worn. Exceptions to the issued footwear shall be documented by a medical statement from the attending medical doctor specializing in foot/bone medicine. The medical statement shall detail specific reason(s) the issued footwear cannot be worn by the staff person. The medical statement shall be submitted to the Shift Supervisor for review and then forwarded to the Facility Head for approval/denial.

If the medical statement is approved, the special shoes must be leather, black plain-toed similar in appearance to the issued shoe.

Proper Wearing of Equipment

The position of approved equipment on the Duty Belt for Class A, B, and C uniforms shall be as follows:

- Radio and holder on left side over seam of trousers.
- Chemical agent streamer case just behind or one inch from the radio case.
- Key holder on right side over seam of trousers.
- Handcuff case placed over the right hip pocket (Class A and C), handcuff case may be worn in the small of the back on Class B uniforms.
- Handgun holster on the strong side over seam of trousers. When located on right side, key holder shall be moved forward; when located on the left side, radio holder will be moved rearward.
- Speed loader case on right side, above front pocket (only when authorized by Custody Supervisor for trips).
- Black mini-ma type flashlight and plain black nylon or leather holder on right side behind key holder (not authorized for E-Squad).

Proper Wearing of Equipment

- **Belt keepers shall be distributed evenly on the duty belt as follows:**
 1. On left side over left front pocket.
 2. On left side over left hip pocket.
 3. On right side over right front pocket just in front of pager (if pager is state issued).
 4. On right side over right hip pocket.
- **Shot shell pouch on the left side over the left front pocket, placed to the left of the front belt keeper (only when authorized by the Custody Supervisor for trips, escapes, searches, etc.).**
- **Pager holder shall be worn on the right side, over right front pocket of the belt keeper (only state issued pagers are authorized).**
- **Soft pack, personal protective safety equipment placed in the small of the back centered between the two belt keepers.**

Department Uniform Patch

The uniform patch shall be worn on both shoulders on all shirts, jackets, and coats. The patch shall be affixed one-half inch ($\frac{1}{2}$ ") from the top of the patch to the seam.

Nameplates, Bar Awards and Pins

Staff shall only be authorized to wear nameplates issued by the department to ensure proper size and style. The metal nameplate shall be worn centered one-eighth (1/8") inch above the left breast pocket of the shirt or blouse.

Awards presented or authorized by the Commissioner may be worn above the right breast pocket of the shirt or blouse or on pocket flaps as designated. Only the highest award in any category shall be worn on the uniform at any one time. A maximum of three (3) bar awards shall be worn on the uniform at any one time.

A maximum of three (3) pins may be worn on the pocket flap at any one time. Certification/training must be kept current to wear pins.

Standards for Wearing Caps Include

- Worn in a dignified manner, level on the head with the bill parallel to the ground.
- Worn with the DOC emblem directly centered above the forehead.
- Hair styles shall not interfere with the wearing and sizing of the headgear. Headgear shall fit the head not the hair style.
- Shall be removed when appearing in a court of law.

Seasonal Wearing of the Uniform

Stocking or utility caps, if issued, shall be optional, but if worn must be state issued.

Personally purchased items may be worn if appropriate and in compliance with specifications listed below:

1. Gloves: Black or Navy Blue.
2. Neck scarves: black or navy blue and worn inside the jacket, except during extremely inclement weather when it may be pulled up around and over the face and neck, or not when wearing the winter jacket.
3. Navy blue is considered to be the color of the dark blue on the uniform shirt, uniform trousers or winter jacket collar. Only those items very close to those colors are approved for uniform wear.
4. Sleeves shall not be rolled up on any style jacket.
5. Boots and overshoe boots shall be made available to staff on an as needed basis, as determined by the Supervisor.
6. Jackets (with or without liners) may be worn as appropriate for weather conditions for Class A, B, C, or D uniforms.

Maternity Attire

Maternity uniform clothing shall be made available to those who require it. When a female officer's condition is to a point that the maternity uniform clothing is no longer appropriate, she may request to wear other maternity clothing.

Staff wearing other maternity clothing are encouraged to wear conservative clothes that are close in color and style to the regular uniform.

Assignments during pregnancy should be appropriate for the staff person's condition with consideration given to the staff person's health and safety.

Use or Possession of Alcoholic Beverages While Wearing the Uniform

A Department uniform, either in full, or in part, shall not be worn while consuming, handling, purchasing, or otherwise possessing alcoholic beverages. The uniform shall not be worn in a package liquor store, bar, nightclub, or lounge.

Exemptions From Wearing The Uniform

Exemptions from wearing the uniform may be for medical reasons and documented by a medical statement from the attending medical doctor detailing the specific reason the issued uniform cannot be worn by the staff person. The medical statement shall be submitted to the Supervisor for review and then forwarded to the Facility Head for approval/denial.

You have now completed
*New Employee Orientation: Uniformed
Dress Code* module.

Please advance to the next module.

